

SPOT Letter of Authorization (LOA) and Deployment Process

Purpose:

A Letter of Authorization (LOA) serves as an official Government document authorizing a person to be deployed under a specified contract or Government mission. SPOT has a built-in business process (work flow) capable of generating LOAs. Each LOA generated by SPOT features a unique identifier (barcode) and an authorized signature. The barcode is scannable and used to track a person's movements.

A SPOT system-generated LOA can be requested when a deployment is created as a step in the create deployment process. It is also an optional action that can be completed separately at any time during the pre-deployment phase of the deployment work flow. Regardless of how the LOA is requested, when all the LOA information has been entered, the work flow process will automatically take the user through the deployment process. Fields that were previously not required in the deployment work flow may now be required in the LOA work flow.

User Roles:

The following user roles have the ability to create a deployment and request an LOA:

- Company Administrator
- Government Authority
- Government Administrator
- System Administrator

1. After the contractor personnel profile information has been entered, the SPOT application allows the user to request a deployment.

Home : View Person - Aardahl, Aardahl (Company Contractor Personnel)

Person Data

Full Name: Aardahl, Aardahl	Deployment Status: Not Deployed
Email: F481F133-2D35-4E18-B0DC-5FA1BD0611B4@test.mil	Gender: Male
Company: KBR	Citizenship: United States
SSN: xxx-xx-2212	DMDC Verified: Yes
Date of Birth: 08/29/1972	CAC Expiration Date: Unknown

[Edit Person](#)

Deployment Information

Select a Previous Deployment

There is no current deployment for this person

[Create New Deployment](#)

2. A deployment may be entered with or without an LOA.

Home : View Person : Create New Deployment

Create New Deployment - Request LOA

Before you begin, you must have the following information ready:

1. Deployment start and end dates
2. Countries to be visited
3. Deployment duty station
4. Purpose of deployment
5. Company, authorizing government organization, and next of kin contact information
6. Home station
7. Job title during deployment
8. In-theater email

Would you like to request a Letter of Authorization (LOA) for this deployment?

Yes: ☐ No, LOA already exists: ☐

[Continue](#)

Note: If a deployment is entered without an LOA, the LOA may later be requested by selecting the **Request LOA** link on the View Person Page.

Person Data

Full Name: Neil, Alice	Deployment Status: Not Deployed
Email: a.archer@email.com	Gender: Female
Company: BAE	Citizenship: United States
SSN: xxx-xx-4380	DMDC Verified: No
Date of Birth: 01/01/1970	CAC Expiration Date: Unknown

[Edit Person](#)

Deployment Information

No previous deployments exist for this person

Deployment Actions

Current Deployment

Person Status: Active	Pre-Deployment
Arrived: Not yet arrived	<input checked="" type="checkbox"/> Create Deployment Complete
Actual Arrival Date: Not yet arrived	<input checked="" type="checkbox"/> Request LOA LOA Not Requested
Estimated Deployment: 01/01/2008 - 01/01/2009	<input checked="" type="checkbox"/> Eligibility Requirements Incomplete
Countries to be Visited: Iceland	<input checked="" type="checkbox"/> Deployment Itinerary Incomplete
Government Organization: U.S. Navy	
PM/Branch: SPAWAR	Deployment
PdM/Office: None selected	<input checked="" type="checkbox"/> In-Theater Arrival Incomplete
Contract Number: DAAE07-01-C-M011	<input checked="" type="checkbox"/> Duty Station Check In Incomplete
Task Order: K15-F00-212	Re-Deployment
Deployment Purpose: support	<input checked="" type="checkbox"/> Plan Re-Deployment Incomplete
Current Duty Station View Duty Station History	<input checked="" type="checkbox"/> Closeout Deployment Incomplete
Location: Akureyri, IC	
Arrival Date: Not yet arrived	
Operation: Urgent Victory	
System Supported:	

Deployment Movements

No Movements are available for this person 14 days prior to or 14 days after the deployment dates.

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SPOT Help desk (24/7)
Phone: 717-506-1368
Email: spot@technisource.com
Web chat:
<http://chat.intellimark.com/spot.htm>

If an LOA is requested with the deployment, the LOA information will be entered first. The LOA workflow is a six step process.

Step 1. Government Authority. The first step in the LOA process is to select the supporting Government organization and the Government Authority. The supporting Government organization is the organization/agency that established the requirement. The Government Authority is a registered SPOT user who knows that a contract and contractor personnel will be supporting the organization/agency and will "authorize" the LOA. Users should ensure they select the correct Government organization/agency when registering as a Government Authority so their name will be available for selection as an **Authorizing User**.

Request LOA - Government Authority

1. Government Authority | 2. Contract | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Users were successfully populated from the selected government organization(s).

What is the person's Supporting Government Organization?

* Primary Supporting Organization: AMC

PM/Office:

PdM/Branch:

What is the government authorizing user for this deployment?

* Authorizing User: Please select an authorizing user ...
 ALLEN, JOYCE
 Miller JFCOM GovtAuth, Theresa
 Penn, William

The Primary Supporting Organization is the Government organization or agency that the contract is supporting. The **Authorizing User** is a SPOT registered Government Authority who "authorizes" LOAs. In this screen shot, AMC is the supporting Government organization. The list of authorizing users are registered SPOT Government Authorities assigned to AMC and will be responsible for authorizing LOAs before they are forwarded to the Contracting Officer.

Cancel Deployment Request | **Continue**

Step 2. Contract. Select the contract number, and if applicable, the task order the contractor personnel will be supporting.

Request LOA - Government Authority

1. Government Authority | **2. Contract** | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Primary Company: KBR

* Contract Number: 20080514

* Contract KO: STREHL, JENNIFER

* Task Order: 20080514A

* Task Order KO: STREHL, JENNIFER

Select the contract that the person will be supporting from the **Contract Number** drop down. To continue with the LOA process, a **Contract KO** must be associated to the **Contract Number**. If there is a **Contract KO**, it will automatically populate when the **Contract Number** is selected. If applicable, associated **Task Orders** will automatically populate after the **Contract KO** is selected. A SPOT LOA can only be generated if a **Contract KO** is associated to the contract selected.

Back | Cancel LOA Request | **Continue**

Step 3. Personal Information. Complete the required fields and select **Save and Continue**.

Request LOA - Verify Profile

1. Government Authority | 2. Contract | **3. Personal Info** | 4. Passport | 5. Next of Kin | 6. Clearance

First Name: Aardahl
 Middle Initial:
 Last Name: Aardahl
 Suffix:
 SSN/FIN: xxx-xx-2212
 Date of Birth: 08/29/1972 (mm/dd/yyyy)
 Gender: Male
 Personnel Category: Company Contractor Personnel

* Place of Birth: birth

* Citizenship: United States

* Address 1:
 Address 2:
 * Country: Select a Country
 State: Select a State
 * City:
 Zip:

* Home Phone: +1-703-555-1212
 Work Phone:
 * Primary Email: F4B1F133-2D35-4E18-B0DC-5FA1BD (AKO preferred)

Back | Save | **Save and Continue**

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Step 4. Passport. Enter the contractor personnel passport information and select **Save and Continue**. Foreign nationals who have been issued travel documents may use the document information to complete these fields.

Request LOA - Verify Passport

1. Government Authority 2. Contract 3. Personal Info **4. Passport** 5. Next of Kin 6. Clearance

Passport

* What is the **passport** number?

* When does the **passport** expire? (mm/dd/yyyy)

* What **country** issued the passport? Select an Issuing Country

For persons who do not have a passport, information from their travel documents may be used.

Passport Number = Travel Document Number
Passport Expiration = Travel Document Number
Passport Issuing Country = Travel Document Issuing Country

[Back](#) [Save](#) [Save and Continue](#)

Step 5. Next of Kin. Enter the contractor personnel's NOK information. Select the relationship and language spoken.

Request LOA - Verify Next of Kin

1. Government Authority 2. Personal Info 4. Passport **5. Next of Kin** 6. Clearance

Next of Kin

* First Name:

Middle Initial:

* Last Name:

* Phone Number:

Alternate Phone Number:

* Relationship: Select a Relationship

* Language Spoken: Select a Language

Nearest Duty Station:

[Back](#) [Save](#) [Save and Continue](#)

Step 6. Clearance. Select the contractor personnel's security clearance. If a clearance other than "None" or "Ineligible" is selected the **Clearance Expiration** and **Security Clearance Issuing Agency** fields are required. Select **Save and Continue**. After the information has been entered for the LOA, the user will be required to enter the contractor personnel's deployment information.

Request LOA - Verify Clearance

1. Government Authority 2. Personal Info 4. Passport 5. Next of Kin **6. Clearance**

Enter the following **Security Clearance** information.

* Security Clearance: Select a Clearance Type

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency: Select an Issuing Agency

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SPOT Letter of Authorization (LOA) and Deployment Process

• **Deployment Start and End Dates:** These are estimated dates which define the period of time contractor personnel arrive/depart theater.

• **Countries to be visited:** Contractor personnel who travel TDY/TAD during their deployment should have all countries selected that they will travel to, including the contractor personnel's primary deployed duty station country.

• **Primary Deployed Duty Station:** This is the city and country that the contractor personnel will spend the majority of time.

• **Operation:** This is the operation or exercise the contractor personnel is supporting. If the contractor personnel will not be supporting a particular operation or exercise there are a few general selections they may choose:

- General Area Officer Interest
- OCONUS Field Support
- Etc

If a particular operation/exercise that is not listed, the Government organization user should send a request to add the operation/exercise the SPOT Help desk.

• **System supported:** List the type of system (transportation, C4I, etc.) that the contractor may be supporting. It is not a required field, but may be requested by the supporting Government organization.

• **Deployment Purpose:** Briefly describe the support the contractor personnel will be providing.

• **Job Title:** Select the contractor personnel's job title or a closely related job title.

After the LOA information has been entered, the system automatically begins the deployment workflow process. Entering deployment information is a five step workflow process.

Step 1. Deployment Details. Enter or select, where applicable, the contractor personnel's deployment information. Additional data field information is located in the column to the left.

Create New Deployment

1. Deployment Details 2. Contract 3. Government Organization 4. In Theater 5. Confirm

What are the start and end dates for this deployment (mm/dd/yyyy)?

* Start Date

* End Date

Enter the estimated start and end dates the person will be in theater.

Which countries are being visited?

* Selected Countries

No countries are yet selected.

Select Country from List to Add ...

From the drop down, select the country(ies) the person will be traveling to. Click **Add Country** to add the country to the **Selected Countries** list.

What is the primary deployed duty station?

* Primary Deployed Duty Station

Select the **Operation** that the person will be supporting.

* Operation

System Supported

Select an Operation from the list ...

Select a System to support ...

Select the **Primary Deployed Duty Station** by clicking on the pencil icon. Refer to the below instructions to complete this section.

* What is the purpose of this deployment?

Enter the **Purpose of the deployment**.

* What is the person's job title?

From the drop down, select the **Person's Job Title**.

Select a Job Title...

After all required fields are completed, select **Continue**.

Step 2. Contract. Contract information for deployments in which an LOA is requested will populate the contract field from information entered when the deployment was requested. Complete the page by entering the contractor personnel's Company POC information.

Create New Deployment

1. Deployment Details 2. Contract 3. Government Organization 4. In Theater 5. Confirm

Selected Contract and Task Order from LOA Request:

* Contract Number 20080514

Task Order 20080514A

Supervisor/Non-Supervisor:

☐ Supervisor/Manager

☒ Non-Supervisor/Non-Manager

What is the 24/7 company point of contact info?

* First Name

Middle Initial

* Last Name

Home Phone

* Office Phone

Mobile Phone

* Email

Enter the **First and Last Name, Office Phone, and Email** address of the 24/7 company point of contact. Select **Continue**.

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Step 3. Government Organization. Government organization information for deployments in which an LOA is requested will populate the Government organization field from information entered when the deployment was requested. Complete the page by entering the Government Organization POC information. In most cases the POC is the **Authorizing User** selected during step 1 of the Deployment process.

Create New Deployment

1. Deployment Details 2. Contract **3. Government Organization** 4. In Theater 5. Confirm

What is the person's Supporting Government Organization?

* Primary Supporting Organization

PM/Office

PdM/Branch

What is the person's government point of contact (POC)?

* First Name

Middle Initial

* Last Name

Home Phone

* Office Phone

Mobile Phone

* Email

Enter the **First and Last Name, Office Phone, and Email** address of the 34/7 Government point of contact. Select **Continue**.

What is the person's home station?

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Step 4. In Theater. Provide the contractor personnel's in theater email address. This could be a company or personal email address. Complete the page by entering the in theater POC information. This POC could be a forward deployed company representative or Government official from the organization being supported.

Create New Deployment

1. Deployment Details 2. Contract 3. Government Organization **4. In Theater** 5. Confirm

* What is the person's e-mail to be used in-theater?

Email where person can be reached while in-theater.

What is this person's in-theater point of contact (POC) information?

* First Name

Middle Initial

* Last Name

Home Phone

* Office Phone

Mobile Phone

* Email

Enter **First and Last Name, Office Phone, and Email** of the person's in-theater POC. Select **Continue**.

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Step 5. Confirm. Select the radio button to submit the deployment with the LOA and click the **Submit Deployment**. The LOA will be electronically forwarded to the Contracting Officer selected in step 2 of the Deployment process.

Create New Deployment
1. Deployment Details
2. Contract
3. Government Organization
4. In Theater
5. Confirm

Please confirm the summary information below as valid, then submit the deployment request.

LOA Request

A Letter of Authorization (LOA) was requested along with this deployment.
 The selected Government Authority is *Penn, William*.
 Please select below to either continue with or disregard the LOA request.

☐ Continue with LOA Request and Deployment Submission.
☐ Submit Deployment without LOA Request.

Choose to continue with the LOA request and deployment **or** submit the deployment without the LOA request.
Select **Submit Deployment**.

Step 1 - Details

Estimated Dates	01/01/2008 - 01/01/2009
Countries to be Visited	Iraq
Duty Station	Al Asad
Purpose	Logistics support

Step 2 - Contract

Contract Number	20080514
Task Order Number	20080514A

Step 3 - Government Organization

Primary Organization	AMC
PM / Branch	
PdM / Office	

Step 4 - In-Theater

In-Theater Email	intheater@poc234324.com
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Cancel Deployment Request
Submit Deployment